



Human Resources Director

Class Specification

Revised 9/23
Class ID: 410
Unit: MGMT
Probation: At-Will
FLSA: Exempt

DEFINITION

Under administrative direction, directs activities and operations of the Human Resources Department including recruitment and selection, classification and compensation, benefits administration, workers' compensation and safety, training and development, and employee/labor relations; provides professional assistance to City management staff in areas of responsibility and expertise; participates as a member of the City's Executive Management Team in the consideration of general City policies, programs and concerns; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant City Manager or City Manager. Exercises direct supervision over Human Resources professional, paraprofessional, and administrative staff.

DISTINGUISHING CHARACTERISTICS

This is an executive level, at-will department director classification. The position serves as the City's Risk Manager and oversees, directs, and participates in all activities of the Human Resources Department, including short- and long-term planning, development and administration of departmental policies, procedures, and services. The incumbent is accountable for accomplishing program planning and operational goals and objectives for the department, and furthering City goals and objectives within general policy guidelines.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the Human Resources Department; develop, implement, interpret, and maintain personnel and administrative policies and procedures; ensure compliance with legislative, regulatory and judicial mandates, regulations and current professional best practices; coordinate human resource major policy issues and strategies with the Assistant City Manager or City Manager.

Plan, organize, administer, review, and evaluate the activities of subordinate professional, technical, and administrative staff. Select, supervise, train, and evaluate staff; work with employees on performance issues; implement discipline and termination procedures.

Direct the implementation and administration of programs and activities related to recruitment and selection, classification and compensation, benefits and leave administration, performance evaluation, and training; direct the maintenance of centralized personnel records; and direct the preparation and administration of the department's budget.

Administer the City's risk management program, including examination of general liability claims, participation on boards and committees, making recommendations and overseeing activities for claim mitigation and prevention, and budgeting and disbursement of funds.

Represent the City in matters concerning bargaining units; serve on the City negotiating team during meet and confer sessions with various employee organizations.

Participate in employee and labor relations activities including interpretation of labor agreements, resolution of grievances, management of disciplinary processes and investigations, and formulation of policies and strategies; mediate operational and personnel conflicts; provide employee counseling and recommend employee discipline; confer with City management regarding major personnel and employee relations activities or issues; advise and consult with the Assistant City Manager or City Manager, department heads, employee representatives, and others on matters related to policy interpretation, discipline, grievances, and other personnel matters.

Direct the workers' compensation program; serve as the City's Safety Coordinator responsible for compliance with laws related to employee injury and illness prevention; oversee the City's wellness program.

Develop and oversee implementation of systems to encourage productive and exceptional performance; identify needs and develop training related to employee development, service enhancements, safety and risk management, and compliance with legally mandated programs.

Administer special programs for City employees such as service awards, new employee orientation programs, employee engagement and recognition, and social events.

Direct or perform analytical studies; develop and review reports of findings, alternatives, and recommendations; direct the preparation of a variety of periodic and special reports regarding departmental activities.

Make presentations before the City Council and participate on various city management committees; represent the City in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public.

Monitor developments and legislation related to human resources matters; evaluate their impact upon City operations and recommend and implement policy and procedural improvements.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of personnel administration, including recruitment and selection, classification and compensation, workers' compensation and safety, benefits and leave administration, and employee training and development.
- Principles and practices of labor relations, including negotiating techniques and grievance handling.
- Principles and practices of supervision, management, and training.
- Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision.
- Applicable Federal and State laws and regulations.
- Current computer applications and office equipment.

Skill or Ability to:

- Select, train, motivate and evaluate assigned staff.
- Plan, organize, administer, review, and evaluate personnel, employee development and labor relations activities and operations.

- Develop, implement, and interpret goals, objectives, policies, procedures, work standards and internal controls.
- Analyze complex problems, evaluate alternatives, and make creative recommendations.
- Provide staff support in complex, sensitive, or difficult human resources issues.
- requiring a high level of independent judgment, strong analytical skills, strong interpersonal skills, and creativity.
- Negotiate labor contracts and other dispute resolution agreements.
- Exercise sound independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Represent the City effectively in meeting with others.
- Present ideas effectively orally and in writing; prepare clear, concise, and complete reports, correspondence, and other written materials.
- Operate current office equipment including computers and specialized software applications.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a Bachelor’s degree from an accredited college or university in public administration, human resources, industrial psychology, or a closely related field, and seven (7) years of progressively responsible experience in various areas of personnel administration, including labor relations including three (3) years of supervisory experience. A Master’s degree is desirable.

License and Certificate:

Possession of a valid driver license and a satisfactory driving record throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently sit for prolonged periods of time, bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Standing in and walking between work areas is frequently required. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.